

<b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number  2.2 Date Filed  October 14, 2005	Total Pages  1 Effective Date  February 3, 2006
References/Authority ACA 4-4031, 4-4033, 4-4034 KRS 41.070, 196.035, 197.020	Subject  <b>WARDEN'S FUND</b>	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

The warden of each institution shall maintain a bank account for the deposit of all cash receipts from the sale of meal tickets, reimbursement for phone bills and any other miscellaneous items. The administration of this fund is governed by KRS 41.070.

A. In order to comply with KRS 41.070 the following practices shall be adhered to:

1. The bank in which the receipts are to be deposited shall be approved by the State Treasurer.
2. All cash shall be deposited in the bank promptly but no later than five (5) days after receipt.
3. No disbursements shall be made out of this account except for payment to the State Treasurer. Funds shall be deposited in this account for a period not to exceed thirty (30) days. During this period the receipts in this account shall be transmitted to the Treasurer on a pay-in voucher and distributed as a refund of current year disbursement or as a trust and agency receipt.

B. The provisions of this policy do not apply to the administration of canteen funds, inmate accounts, or other cash accounts.